

ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS

PRINCIPAL NEWSLETTER MARCH 6, 2025



UPCOMING EVENTS:

March 11: ACT Administration
March 14: Early Dismissal (Staff PD); End of 3rd Quarter
March 17: Beginning of 4th Quarter
March 21: PD Day (no school)
March 27: New Principals' Meeting (St. John the Apostle)
March 31: ARK Assessment begins
April 1: Elementary Assistant Principals' Meeting (location TBD)

A MESSAGE FROM THE SUPERINTENDENT

Dear Principals,

The Lenten Season is upon us. This is a wonderful season to reflect with your students on Christ's call to holiness, and to prepare for the resurrection of Jesus at Easter. I hope this is a time of reflection and renewal for you and your school community.

We are also wrapping up the third quarter, which comes to a close next Friday (March 14). By now, you should have completed the Intent to Return Form process with your teachers. While such forms are not binding, they nevertheless give teachers an opportunity to voluntarily indicate whether they choose to return. If you have teachers who have indicated an intent not to return, I recommend that you ask for a formal letter from them stating their intentions (in addition to their ITR Form). Once you receive this letter, you are at liberty to post the position, assuming that the position can be budgeted for the coming year. Remember that it is very important that you follow all posting and hiring procedures for new teachers, including posting the position on the HR website of the Archdiocese. Please reach out if we can be of any help with this process.

Jim Rigg, Ph.D.
Secretary of Education
Superintendent of Catholic Schools

ACADEMIC DECATHALON 2025

The Regional Academic Decathlon was held on Saturday, March 1 at Fr. Lopez High School in Daytona Beach and hosted by the Diocese of Orlando in conjunction with the Archdiocese of Miami and Diocese of St. Augustine. There were 14 teams competing in person and virtual from the Florida Province while competing simultaneously with other teams from Dioceses across the US!

Congratulations to St. Gregory Catholic School who competed virtually and placed in the following team categories: Third Overall, Second in the Logic Test and individual subject tests: Second in Math and Second in English.

Congratulations to St. Bonaventure who competed in person and placed in the following individual subject tests: Third in Current Events, and First in Science and Math. St. Bonaventure advances to compete at the National Competition (virtually) on March 14! Good luck!

CAREER FAIR AT CARDINAL GIBBONS APRIL 12:

This is a great opportunity for schools in need of new teachers. If interested in participating, please check the **attached flyer**. Requests need to be submitted to igmolina@theadom.org by **March 20**.

CONFERENCE FOR CATHOLIC FACILITIES MANAGEMENT (CCFM):

The Archdiocese of Miami is a member of the Conference for Catholic Facility Management (CCFM). The purpose of CCFM is to serve its members who work for the Roman Catholic Church in facility management, construction, real estate, and sustainability. CCFM seeks to promote professional development and provide a collaborative forum for its members to share knowledge and develop professional relationships. Schools are encouraged to consider membership.. You can join for free under the Archdiocese of Miami. Members have access to the CCFM website resources, publications, and discussion board. At any time, a member can access the Discussion Board to post a question out to the entire membership for feedback. Also on the website are previously recorded continuing education webinars.

Go to the CCFM website <https://ccfm.net/>, click on 'Join' then ‘Arch/Diocesan Membership’ then ‘Next’ and fill out the Diocesan application using our Organization Code - **1003827983**. Please contact David Prada with any questions or issues (dprada@theadom.org).

DELTA PAY REMINDER:

Teachers who are terminated or resign during the school year are most likely eligible for Delta Pay.

Please contact Beatriz Ramirez for assistance at bramirez@theadom.org or (305) 762 1072

LENTEN CONCERT (FREE):

Seraphic Fire is offering a free concert for Lent entitled “Music of the Passion”. The concert will take place on **Friday, March 28 at 7:30 PM at the Church of the Little Flower (Coral Gables)**. The concert will feature stunning pieces by Gregorio Allegri, Josquin de Prez, Nikolay Kedrov, William Byrd, and others, exploring the rich history of choral music and its ability to encourage reflection. Feel free to pass this information along to your families. For more information, see: [Free Event: Music of the Passion : Special Presentations : Events : Tickets : Seraphic Fire.](#)

OBSERVATION AND EVALUATION TIMELINE:

The observation timeline for elementary and secondary schools is listed below. Schools should be conducting formal instructional observations using the observation tool for all teachers. The ADOM Documentation Log for the second semester should be emailed to Dr. LaTonya White (lwhite@theadom.org) on or before **May 9**.

Timeline of Evaluations		
Evaluation/Observation	Expected Timeline	Conducted By
Observation #1 New and Current Teachers	August - September	Administrator/Dept. Chair
Observation #2 New Teachers	October - December	Administrator/Dept. Chair
Observation #3 New and Current Teachers	January - April	Administrator/Dept.Chair
<i>Other observations as needed</i>	<i>Ongoing</i>	<i>Administrator/Dept. Chair</i>
Summative Evaluation Form Review	March - April	Principal/Assistant Principal/Dept. Chair/Dean
Summative Evaluation Conference with Teacher (prior to contract/letter meeting)	March - April	Principal
Individualized Teacher Professional Development Plan (turn in with contract)	May	Teacher

PROFESSIONAL DEVELOPMENT:

FACTS is offering a Webinar on Effective Behavior Management & De-Escalation Strategies for Educators on **March 19**. Please feel free to share with staff. Attached please [find the flyer](#) with the registration link.

RELIGIOUS FREEDOM ESSAY CONTEST (High Schools):

The USCCB Committee for Religious Liberty, in collaboration with the Secretariat of Catholic Education and Our Sunday Visitor, is hosting a religious liberty essay contest for high school juniors and seniors. This contest is an opportunity for emerging leaders to reflect on the principles of religious freedom and how they have seen faith put into action in the promotion of religious freedom.

Essays are due April 16, 2025. Winners will be announced in early June. More information is available at www.usccb.org/religious-liberty-essay. The first-place essay will be published in *Our Sunday Visitor*, and the author will receive a \$2,000 scholarship. Second place will receive a \$1,000 scholarship, and third place will receive a \$500 scholarship.

STEP UP:

2025-2026 School year enrollment is open.

[Tuition and Fees/Enrollment \(Video\)](#)

[Tuition and Fees/Enrollment \(attachment\)](#)

TERRA NOVA REMINDER

The Spring Terra Nova window closes **Friday, March 7** for all **online and paper-based** assessments; make-ups should not be completed outside of the testing window. All paper-based assessments should be completed, boxed with the appropriate DRC pre-paid labels and scheduled for **UPS** pick up by **Friday, March 7**. We appreciate your timely adherence to the DRC testing protocols. Should you have any questions regarding testing administration, please contact Dr. LaTonya White (lwhite@theadom.org).